



UNITED STATES
DEPARTMENT OF THE INTERIOR

**RECORD MOVE REQUEST
ASSOCIATE DEPUTY SECRETARY APPROVAL**

1. ORIGINATING RESPONSIBLE OFFICIAL INFORMATION: (Please Print)

Date:	First Name:	MI:	Last Name:
Office:	Address:		
Responsible Official Signature:		Telephone:	Fax:

2. RECORDS CATEGORY: (Check One)

- a.** ☐ Inactive Trust Records within DOI, crossing regional or state boundaries **b.** ☐ Inactive Trust Records to an FRC or Commercial Center or to a NARA Archives **c.** ☐ Paragraph 19 Cobell Records

- d.** ☐ Inactive Non-Indian/Non-Trust Records

- e.** ☐ Inactive Indian/Non-Trust Records

CERTIFICATION: I certify that these records and boxes being transferred across regional or state boundaries, or to an FRC, or commercial center, or to a NARA Archives are not trust records.

Responsible Official/Phone #:

Signature:

Date:

3. MOVE AND CHAIN OF CUSTODY PLAN INFORMATION:

a. Address where records are currently located:	b. Quantity of boxes to be moved: (Attach description, e.g., inventory or box lists)
c. NARA Accession Number (if applicable):	d. Method of Transportation (Identify Carrier): (Attach written chain of custody plan)
e. Receiving Office/Phone #/Address:	f. Responsible Official's Name Receiving Box(s):

4. APPROVAL

Associate Deputy Secretary Signature:	Date:
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5. DESTINATION CERTIFICATION: I certify all records and boxes have been moved successfully and were accounted for at the intended destination location.

Date Records Received at Destination Location:

Originating Responsible Official Signature:	Date:
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TO BE COMPLETED BY MS-7229

Date Record Move Request Received by MS-7229:	ID#:	
<input type="checkbox"/> Chain of Custody Plan	<input type="checkbox"/> NARA Approved SF-135	<input type="checkbox"/> NARA Approved SF-258
<input type="checkbox"/> Inventory or Box Lists	<input type="checkbox"/> New Paragraph 19 Location Map	<input type="checkbox"/> NARA Test Form

Records Retention Instructions: Retain Records Move Request form and copies of all supporting documentation (i.e., SF-135, Chain of Custody Plan, Inventory/Box Lists, etc.) in accordance with GRS 16, item 2a(2).